



Transport Planning Technician Apprenticeship - Version 1.1

Frequently Asked Questions

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Gateway Overview

1. What is Gateway?

Gateway refers to the requirements that an apprentice needs to meet - before they can sit their End Point Assessment (EPA) interview. Before entering gateway, the apprentice, their employer, and learning provider should meet to review and agree that the apprentice meets the knowledge, skills, and behaviour (KSB) requirements set against the apprenticeship standard. If it is agreed that all the criteria are met, the apprentice can submit the required gateway evidence to their learning provider, who will upload these to the online apprentice management platform, ACE360. The apprentice can then apply to CIHT (Chartered Institution of Highways and Transportation) to enter gateway.

2. How will I know that I am ready for Gateway?

The employer (preferably in the presence of the learning provider) will sign off the apprentice as competent by administering the **Gateway Component Sign-off Form**

3. What documents do I need to provide to my Learning Provider?

- An approval letter Learning Provider
- A Signed KSB form from the Employer
- Education Certificates (Maths, English & Pearson BTEC) from Learning Provider
- Portfolio of Evidence

4. Does my Employer sign off my competence at Gateway?

Yes, once the Learning Provider and Employer believe that an apprentice is ready to enter Gateway, the employer will sign the KSB assessment that demonstrates their competence to enter gateway.

5. What happens after I enter Gateway?

CIHT will issue the apprentice a Technical Project Brief. The apprentice will use the Technical Project Brief provided to create a Project Presentation Pack, consisting of a 10-minute presentation and a 2,500-word project report. The apprentice will also need to visit the CIHT website [end point assessment](#) page and download the EPA Application form. All the above must be completed and submitted to CIHT within 40 working days from the day the apprentice receives their Technical Project Brief.

6. Can I apply for Gateway before the suggested time of 30 months?

Yes, the apprenticeship duration is anywhere between 24 – 32 months, however, this will depend on how much experience the apprentice has. An employer may decide that an apprentice can be fast tracked to the EPA, but they must have completed the minimum education element of the apprenticeship (12 months) through the training provider before applying to enter gateway.

End Point Assessment (EPA) Overview

1. What is EPA?

EPA is a mandatory part of every apprenticeship that assesses of the KSB's and competencies that underpin an Apprenticeship Standard. There are a variety of ways by which an apprentice can be assessed. The level 3 transport planning technician apprenticeship requires apprentices to complete a Technical Project with report and presentation and a Portfolio of Evidence that will underpin their Professional Discussion at their EPA interview.

2. When do I start my EPA?

The apprentice will start their EPA as soon as they enter gateway and receive their technical project brief. They will have a maximum of 40 working days from the day they enter gateway to submit their Technical Report Project and Presentation. Failure to meet this 40 working day deadline could result in the failure of the apprenticeship.

3. How is my EPA Assessed?

EPAs (End Point Assessments) are assessed through the EPA documents submitted and the EPA interview itself. The EPA assessors will assess the answers and evidence that an apprentice provides against the knowledge, skills and behaviours that underpin the Level 3 Transport Planning Technician Apprenticeship standard (this includes the competencies that underpin the EngTech professional qualification).

4. When does my EPA Assessment take place?

EPA Assessments are conducted 2/3 times a year, one usually in March and one in October. Apprentices will be provided with a specific date and time for their EPA Assessment.

5. Who conducts the EPA Assessments?

The EPA assessment will be conducted by 2 Professionally Registered Assessors who are also Members or Fellows of CIHT. They have conducted over one hundred EPAs, and thousands of professional reviews in total.

6. What do I need to do for my presentation?

Apprentices need to create a 10-minute presentation based on the Technical Project Brief that they undertook after entering gateway. The presentation will be assessed by the assessors, who will ask questions on the presentation afterwards. Visual aids such as Power Point Slides may be used, and we recommend practicing the presentation before the EPA interview.

7. Can I use a laptop for my presentation?

Yes, a laptop can be used along with any visual aids deemed essential to the presentation.



EPA Submission Overview - Technical Project Brief and Portfolio of Evidence

1. When will I get my Technical Project Brief?

Just after entering gateway, CIHT will issue the apprentice with a Technical Project Brief.

2. What is my Technical Project Report?

A Technical Project Report must demonstrate an ability to integrate the high-level KSB's set out in the [Apprenticeship Standard](#) by addressing the Project Brief issued by CIHT. The apprentice must create and submit a 10-minute-long Project Presentation along with a 2,500-word Project Report that accompanies the Presentation. Any appendices for the Project Report should be no more than 10 pages in total.

3. When do I submit the Technical Project Report?

The Technical Project Report must be submitted within 40 days of receiving the technical project brief.

4. What is a Portfolio of Evidence?

A Portfolio of Evidence (PoE) is a collection of documents that demonstrates that the apprentice has attained (and can apply) the knowledge, skills and behaviours identified in the apprenticeship standard for Assessment method 2. Although it is not assessed, the PoE forms the basis of the Professional Discussion, and the apprentice should refer to examples included in their PoE when they answer the assessors' questions.

A PoE is made up of documented evidence that demonstrates to the EPA assessors meets the competence required to EngTech level. The evidence provided must relate to each of the below 5 subjects:

- influencing travel behaviours
- transport planning modelling
- stakeholder or community engagement
- utilisation of quality assurance systems within their work
- personal and professional practice and development

The content of the PoE will be reviewed by the EPA assessors prior to the Professional Discussion, to enable them to create bespoke questions for each apprentice.

5. How does the Portfolio of Evidence relate to EPA Technical Project Report?

It does not, they are 2 separate things. The EPA Technical Project Report is Assessment Method 1, and the Portfolio of Evidence is used to underpin the professional discussion that with the EPA assessors in Assessment Method 2.

6. Why is a Portfolio of Evidence Required?

The PoE is a new mandatory element to the EPA. It provides an apprentice with an opportunity to demonstrate the excellent progress, they have made during their apprenticeship and highlight examples of competence within their job role. It forms the basis of the Professional Discussion.

7. How big should a Portfolio of Evidence be?

The PoE should include ten to twelve individual pieces of evidence about work related tasks or projects, that the apprentice has been directly involved with. The PoE should contain no more than 40 pages of evidence.

8. What does a Portfolio of Evidence look like?

The PoE needs to be comprehensive, well organized and indexed. It needs to be presented in one folder or document that is numbered and cross-referenced to at least one of the 5 subjects listed above. Any format of evidence may be presented to support the portfolio of evidence. A well-presented and catalogued PoE provides a picture of the apprentice's investment in their apprenticeship and provides tangible evidence to help gauge the apprentice's progress and development of knowledge, skills, and behaviours.

9. Can I submit a Portfolio of Evidence Narrative?

If the evidence provided in the Portfolio of Evidence is not clearly linked to one of the 5 subjects, then it is advisable for an apprentice to provide a description of the steps that they have taken alongside any PoE documents provided.

10. Can my employer help me prepare my EPA submission?

Yes, but only in terms of advice and guidance. For example, an employer may suggest what documents best demonstrate competence to the EPA assessors. Apprentices must prepare their submissions themselves, as they can and will be questioned (in detail) about any part of their submission.

11. How can my employer prepare me for my EPA assessment?

Employers can prepare apprentices for their EPA assessment by providing mock interviews and allowing the apprentices to run through their presentation a few times. Employers can offer helpful support, guidance, and suggestions regarding how an apprentice can improve their submission.

Continuing Professional Development (CPD)

1. Do I need to submit a CPD record in my EPA submission?

Yes, there is a CPD record template to complete on the EPA application form. CPD submissions must include a detailed record of any CPD undertaken in the last two to three years. A minimum of 25 hours of CPD is required for the submission, but the assessors like to see as much CPD recording as practically possible. CPD can include details of any CIHT technical events attended, researching a subject to increase your knowledge, mentoring others, any voluntary work you do, or reading technical articles read in industry magazines.

EPA Assessment Day

1. How long is the EPA assessment?

The assessment will be a maximum of 1 hour and 5-minutes.

2. How is the EPA assessment structured?

The assessment starts with Assessment Method 1, where the apprentice presents a 10-minute project presentation followed by a discussion with the EPA assessors of the presentation and the project undertaken by the apprentice. That is followed by Assessment Method 2, which will be based on the Portfolio of Evidence submitted by the apprentice. The assessors will ask the apprentice questions based on the Portfolio of Evidence and the knowledge, skills, and experience that they have acquired during their apprenticeship.

3. When and where will assessments take place?

The assessments are currently being conducted remotely (online), in the future it may be possible to arrange a face-to-face interview and if so, CIHT will make every effort to arrange an assessment location that is convenient for the apprentice. They will receive all dates, times, and locations well in advance of their assessment.

4. Can my Learning Provider or Employer help me prepare for the assessment?

To a certain extent, yes. Learning Providers and Employers may offer their support and guidance in preparation of the EPA assessment, but apprentices must ensure that all the information in the presentation is their own work, because anything written in any part of their submission is fair game to the EPA assessors.

Sponsors & Mentors

1. Can my employer or my mentor sponsor my application?

Yes, provided they meet the requirements of to be a sponsor.

2. Can my line manager also be my mentor?

It is possible, but not recommended because the mentor / mentee relationship provides additional guidance, which can benefit from being separate from the line management role.

3. What are the criteria for Sponsors?

Sponsors must understand the EPA process and its requirements. They must be Professionally Registered with the Engineering Council as either an Engineering Technician (EngTech), Incorporated Engineer (IEng) or Chartered Engineer (CEng).

4. What is the role of a Mentor?

Mentoring is particularly important for apprentices, as they are often entering the workplace for the first time. T Mentors should be familiar with the EPA guidance and requirements and should arrange regular meetings with the apprentice throughout their apprenticeship to review progress and provide guidance.

5. Can my Mentor or Sponsor correct errors in my submission?

It is recommended that apprentices, sponsors, and mentors meet to review an apprentice's submission before they submit it to CIHT. Changes can be suggested by sponsors and mentors, but any changes to the submission must be made by the apprentice.

Results

1. Will I get my result straight away?

No, after the assessment, the assessors will have to complete their assessment form and submit it to CIHT. The completed assessor forms are then ratified by the CIHT Engineering Professional Standards Panel. CIHT will usually notify the apprentice of the outcome within 6 weeks of the date of the EPA assessment.

1. What happens after I complete my apprenticeship?

The assessors will complete their assessment form and submit it to CIHT. The completed assessor forms are then ratified by the CIHT Engineering Professional Standards Panel. CIHT will attempt to notify an apprentice of the result of their EPA within 10 -12 weeks after their assessment. Once they have been officially recognised as successful, CIHT can apply to the Engineering Council on their behalf for their EngTech registration. They will need to pay £18.70 to register as EngTech.

2. When will I get my certificate of completion?

Completion Certificates will be issued within 12 weeks of an apprentice being informed of the Engineering Professional Standards Panel's decision. It can take 12 weeks from the date of the EPA assessment to issue certificates because of the official processes that need to be conducted.

3. Joining CIHT as a full Member (MCIHT)

For the nominal fee of £50, apprentices can transfer their CIHT Apprentice Membership to full membership of CIHT (MCIHT). This £50 payment also covers the cost of the apprentice's submission to the Engineering Council to register as EngTech.

Resits/Retakes

1. If I fail my EPA, what are my options?

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. Employers will need to agree that either a re-sit or re-take is an appropriate course of action. A re-sit does not require further learning, whereas a re-take does. Apprentices should have a supportive action plan to prepare for a re-sit or a re-take. The timescale for either a re-sit or re-take is agreed between the employer and EPAO (End Point Assessment Organisation). A re-sit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much further learning is required and is typically taken within 5 months of the EPA outcome notification. All assessment methods must be taken within a 7-month period, otherwise the entire EPA will need to be re-sat/re-taken.

2. Is there a limit on the number of resits allowed?

No, apprentices will be allowed to re-sit or re-take the EPA as many times as is required, provided they remain employed and their employer is happy to pay for them.

3. Who pays for the re-sit?

The funding rules state that the Employer must pay for any resits or retakes of the apprenticeship.

Reasonable Adjustments/Special Considerations

4. What happens if I am ill on the day of my Presentation / assessment?

Inform CIHT immediately. Extenuation circumstances will be taken into consideration. Please see our [Reasonable Adjustments / Special Considerations](#) Policy for further information. Please let us know if you need any further assistance.

5. What happens if I get ill during 3-month period?

In exceptional circumstances, CIHT can request a Gateway extension from the EFSA. Apprentices must inform their employers as soon as they become aware of any issues. The Employer must in turn, inform CIHT of any issues that may affect an apprentice's ability to complete their apprenticeship. Failure to do so can result in EPA failure.

6. What do I need to do if I need reasonable adjustments for my interview due to a disability?

Please see our [Reasonable Adjustments / Special Considerations](#) Policy for further information. Please let us know if you need any further assistance.

Progression Following Completion of my Apprenticeship

4. What are my options after completing the level 3 apprenticeship?

- Higher or Degree Apprenticeships such as the Level 6 Transport Planner Degree Apprenticeship delivered by Aston University
- Highways & Transport Based Degrees
- The CIHT Professional Development Framework for the CTPP qualification

Employers' responsibility

What is an Employers responsibility?

Employers must contractually provide their apprentices with a contract of employment that matches the length of the apprenticeship standard (in this case 3 years). They must provide paid time off for off-the-job training with the associated learning provider. Employers must factor re-sits or retakes into their contracts and budgets, which could add up to 7 months to the length of the contract. An Employer must also sign a commitment statement / written agreement with the associated learning provider. This agreement must ensure that the employer provides the learning provider and CIHT with updates on the apprentice's progression, including any developments that could impact on their ability to complete their EPA.